



TRANSFER OPPORTUNITY

FOR CURRENT STATE EMPLOYEES

EXECUTIVE SECRETARY I San Francisco

DEPARTMENT OF INDUSTRIAL RELATIONS Division of Apprenticeship Standards

Position: **Executive Secretary I, Permanent, Full Time**

Monthly Salary Rate \$2822 - 3431

Location: 455 Golden Gate Avenue, 10th Floor, San Francisco, CA 94102

Duties: Under the direction of the Chief, Division of Apprenticeship Standards, the Executive Secretary independently performs difficult and responsible secretarial work and relieves the Chief of a variety of administrative and office details. Reviews all correspondence and reports for the Chief's signature for administrative policy consistency, format, grammatical correctness and typographical errors. Also, reviews and screens incoming correspondence for priority action and reply; receives and screens phone calls from the public agencies (in/out of state), private sector and individuals; refers calls to appropriate staff members or give out information on established agency programs and policy. Arranges meetings and maintains appointment schedule, making adjustments as necessary in schedules and meeting times for the Chief, who makes appearances at Legislative meetings. Also, arranges meetings with top labor, management, federal, state and community representatives concerning training programs. Prepares information for speeches and presentations and maintains confidential and administrative files. Arranges and participates in meetings relating to activities of the Chief with the California Apprenticeship Council (CAC). Responsibilities include preparing for upcoming meetings; coordinating with hotel sales personnel, catering personnel and reservation personnel. Takes and transcribes verbatim notes of official motion and resolutions; summarizes the highlights of the meetings which are transcribed into minutes; arrange for duplication and distribution to approximately 800 persons (labor, management, government educators, etc.) and performs other duties as required.

Some travel is required.



SROA and Surplus Employees will be given first consideration and are encouraged to apply. Anyone eligible for transfer or reinstatement to the above class may apply by sending an application to:

Department of Industrial Relations
Division of Apprenticeship Standards
P. O. Box 420603
San Francisco, CA 94142
Attention: Glenna Linn
Telephone: 415/703-5478

Applications accepted until May 12, 2006, or until position filled.

Applications will be reviewed and interviews for some or all applicants may be scheduled subsequently.

CALIFORNIA STATE GOVERNMENT – AN EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.